



sostituire logo con quello della ditta italiana

COMPANY'S
LETTERHEAD

**ESEMPIO LETTERA IN INGLESE SU CARTA INTESATA
DELLA DITTA ITALIANA**

REQUEST To
His
Excellency
Consulate General
Kingdom of Saudi Arabia Embassy
Via Pietro Raimondi, 14
Rome

[date]

Subject: *visa type and number of entries*

To whom it may concern

This is to kindly request a (*visa type and number of entries*) for (*applicant name*), passport number ..., issued in (*place*) on (*date*) and valid until (*date*).

(*Applicant Name*) is hired as (*job title*)* at (*Name of the Company and address*) and he will visit Kingdom of Saudi Arabia from (*date*) to (*date*) in order to (*specify the purpose of the travel, name and address of the sponsor company*).

(*Name of Your Company*) hereby guarantees all expenses of (*Applicant name*) during his/her trip.

Thank you,

(*Name*)
(*Include ORIGINAL*
Signature) (*Title*)

* NOTA: Il titolo di lavoro deve essere identico a quello riportato nella lettera d'invito della ditta araba.
Per i visti di lavoro come consulente, tecnico o manager bisogna indicare il settore lavorativo.